



Photography Policy

This policy applies to all images taken on film or digital camera (including mobile phones) and all sorts of moving pictures. It applies to all photographs taken with the authority of the club.

Woking Swimming Club may wish to take photographs of individual and groups of swimmers under the age of 18 that may include your child during their membership of the Club. The Club requires parental consent to take and use all photographs.

Once consent has been received we may use these images in our publicity material, or in other printed publications that we produce, as well as on our website, Twitter feed (or other relevant Social Media Site) or on display boards. We may submit photographs to the local newspapers and swimming magazines. We may also make video recordings for use as an aid to training. From time to time, the club is visited by the media who will take photographs of a visiting dignitary or other high-profile event. Your child may appear in these images, which may be published in local or national newspapers. Published photographs may identify the swimmer by name and club but will not state the swimmers place of residence.

Anyone wishing to take photographs of their child at a gala or open meet may do so in line with ASA guidelines. Parents and carers of participants under the age of 18 who wish to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

In the case of open meets and other competitions where there is an official photographer present, all parents attending will be made aware of this in the meet promotional details.

All photographs taken will observe generally accepted standards of decency in particular: -

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume

Video Policy

Woking Swimming Club has an underwater GoPro video camera and iPads which are used only as a training aid. Athletes are filmed and the footage used to provide feedback on their technique.

The camera allows video to be taken and then:

- Played back on the camera's in-built screen or transferred to an iPad and shown to the swimmer
- Transferred to the swimmer's and parent's private website account as a training aid and only accessible by the swimmer, parent, Coach(es) and website administrators.
- Coaches may also use the iPad to film the swimmer from the above water

The following guidelines will be used by the Club:

- Athletes who are under 18 will only be filmed with prior consent of their guardian in line with current data protection regulations (further information may be obtained from the club data protection policy). Consent may be withdrawn at any time by notifying the Club Membership Secretary.
- The Club will maintain a list of such athletes, which will be held by Club Membership Secretary, Athletes over 18 may give verbal consent to being filmed at the time of filming
- Filming will only be undertaken by DBS checked club volunteers or DBS checked Coaches
- Video footage will not be kept on the club GoPro or on coaches iPads for longer than is necessary to analyse the video and transfer it to the website.
- If you cease to be a member of the WSC, the video will not be held for longer than is necessary, after which time it will be destroyed.
- Any video filmed may be used as follows:
 - Athletes may watch their own video
 - Athletes may watch video of other athletes to allow coaches to highlight techniques
 - Athletes may be given a copy of their own video via the website etc
 - General Club Footage, such as social events
 - The Club will not publish any footage taken by coaches as part of training

Club Secretary

May 2018